

The background features abstract, overlapping green geometric shapes in various shades of green, creating a modern and dynamic feel. The shapes are primarily located on the left and right sides of the frame, framing the central text.

ROVER Unleashed Birth Webinar

August 2021

ROVER Field Training Team

Topics for Today

- ▶ Accuracy of Reporting Data
- ▶ Birth Registration Time Frame
- ▶ Tab 2/ Item 16
- ▶ AOP Online Training
- ▶ Faxing Signature Pages
- ▶ Delayed Timely Registration Due to Illegible Faxes
- ▶ Birth Fax Help
- ▶ Most Common AOP and DOP Questions
- ▶ Paternity Questions
- ▶ Paternity Handbook
- ▶ Gestational Agreement Law
- ▶ Submitting Birth Records with a Gestational Agreement
- ▶ Reporting APGAR
- ▶ When to File a Stillbirth/ Stillbirth Forms
- ▶ The Decision Tree
- ▶ Queue Maintenance
- ▶ ROVER Reminder
- ▶ Obtaining a Birth Certificate
- ▶ Guide to Completing the Facility Worksheet

Importance of Birth Clerk and Accuracy of Reporting Data

Types of Birth Information in the U.S.

Three types of information are collected on the birth certificate:

1. Legal
2. Demographic
3. Medical and health

This information is used in many ways, including:

- Administrative
- Statistical
- Research
- Planning



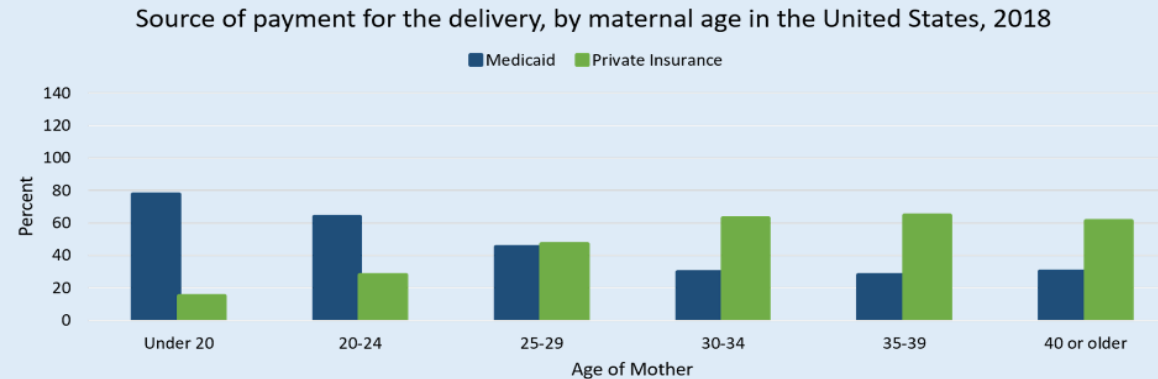
Incomplete reporting can limit the usefulness of the information.

Importance of Accuracy in Collecting Data

Uses of Birth Certificate Information

You might be surprised at how many different ways the medical and health information on the birth certificate or report of fetal death are used. Click below for some examples...

- Evaluating differences in source of payment for the delivery by mother's age

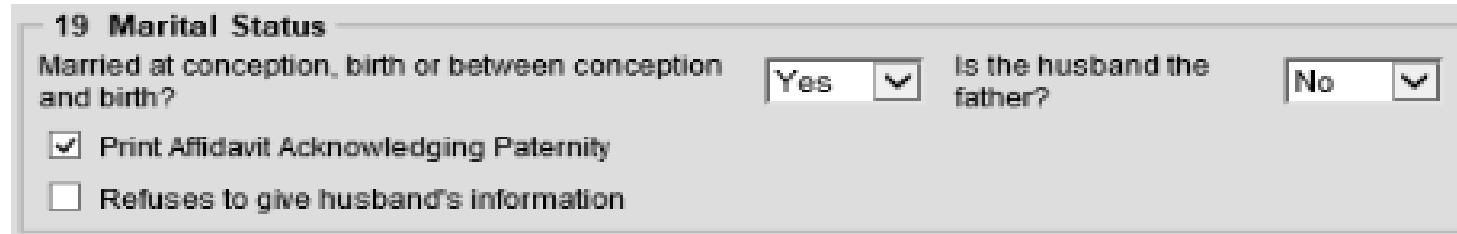


Birth Registration Time Frame

- ▶ The state of Oklahoma requires that the record is on file within 7 days from birth.
- ▶ Highly encourage Birth Clerks that parents do not be leave the hospital without signing the Birth Certificate documents to help facilities with obtaining signatures after discharge. If the parent(s) do not sign, then the certifier should check the “refused” box and sign the signature page, then fax it in. If the parent(s) leave the hospital without signing and there is a mistake the hospital then becomes responsible.
 - ▶ This is due to many questions arising about how hospital staff can obtain signatures from parents after they are discharged from the hospital due to not having a ride or living out of town which then puts them past the 7 days. This will help resolve issues at Birth Facilities who have a hard time getting a hold of a parent after they leave the Birth Facility.
- ▶ The AOP and DOP have instructions on the documents instructing on how to complete it and also information on what will NOT BE ACCEPTED.
- ▶ The goal here is to get there forms signed by the parent(s) so they can verify that all the information is correct, so even though the “refused” box is an option, it is not encouraged to use that option,so please, get those pages verified and signed prior to discharge.

Filling out Tab 2

- ▶ The Marital Status section drives several choices further down the record.



The screenshot shows a form titled "19 Marital Status". It contains two dropdown menus: "Married at conception, birth or between conception and birth?" with "Yes" selected, and "Is the husband the father?" with "No" selected. Below these are two checkboxes: "Print Affidavit Acknowledging Paternity" (checked) and "Refuses to give husband's information" (unchecked).

- ▶ If the mother is married, and the husband is the father, then enter Yes and Yes.
- ▶ If the mother is married and the husband is available to sign the Denial of Paternity AND the biological father is available to sign the Acknowledgement of Paternity, then check the box indicating Print Affidavit Acknowledging Paternity. This will allow ROVER to print an Acknowledgment and Denial of Paternity Form.
- ▶ If the mother is married but refuses the husband's information, please be aware that the record will be marked as INCOMPLETE and the certified State Birth Certificate would NOT be issued until legal paternity has been established.
- ▶ If the mother was not married, then enter No.

Tab 2 (Continued...)

- ▶ If on any of the options, besides not married, the mother is refusing to give the husbands information, then you want to check the box Refuses to give husband's information. This box should be checked whether the husband is or is not the father.
- ▶ Please NOTE: ITEM 16: MUST be entered as NO and NO in this case. Please explain to the mother that the record will be marked as INCOMPLETE and she will not be able to receive a copy of the birth certificate or receive a Social Security Card until the information is provided and the additional fee of \$25 is paid to the State, per State Law.

(Arrow pointing to #16; Permission Given to Request Social Security)

Birth — First: TRAINING Last: BIRTH

1 Child | 2 Mother (Parent 1)/Request SSN | 3 Mother (Parent 1) History | 7 Birthplace | 8 Attendant/Certifier | 9 Mother Info | 10 Pregnancy Info | 11 Child Medical Info | 12 Annotations

1.1 Recent Actions

Adoption
Type of adoption:

12a Mother (Parent 1) Legal Name
Type of parent:
Parent label list:
Label for this parent:
☐ Occupational Center
First:
Middle:
Last:
Suffix:
Sex:

12b Mother (Parent 1) Maiden Surname
Last name prior to and marriage:

12c Mother (Parent 1) Date of Birth
Date of birth (mm/dd/yyyy):
Calculated age:

12d Mother (Parent 1) Birthplace
Country:
State/province:

13 Marital Status
Married at conception, birth or between conception and birth? Yes is the husband the father? No
☒ Print Affidavit Acknowledging Paternity
☐ Refuses to give husband's information
Clear All Mother (Parent 1) Information
☐ Enable clear of mother/parent's info. Select CLEAR to remove mother/parent's info.

Clear All Father (Parent 2) Information
☐ Enable clear of father/parent's info. Select CLEAR to remove father/parent's info.

13 Mother (Parent 1) Residence Address
Address:
Apartment number:
Country:
State/province:
County:
City/town:
Zip code:
Validate address:
☒ Accept address without validation
Inside city or town limits: Yes
Address validated: N

14 Mother (Parent 1) Mailing Address
☒ Same as residence
Address:
Apartment number:
Country:
State/province:
County:
City/town:
Zip code:

16 Permission Given to Request Social Security No Insurance
Permission given to request issue of SSN for child?
Permission given to send birth data to Oklahoma State Department of Health registers?

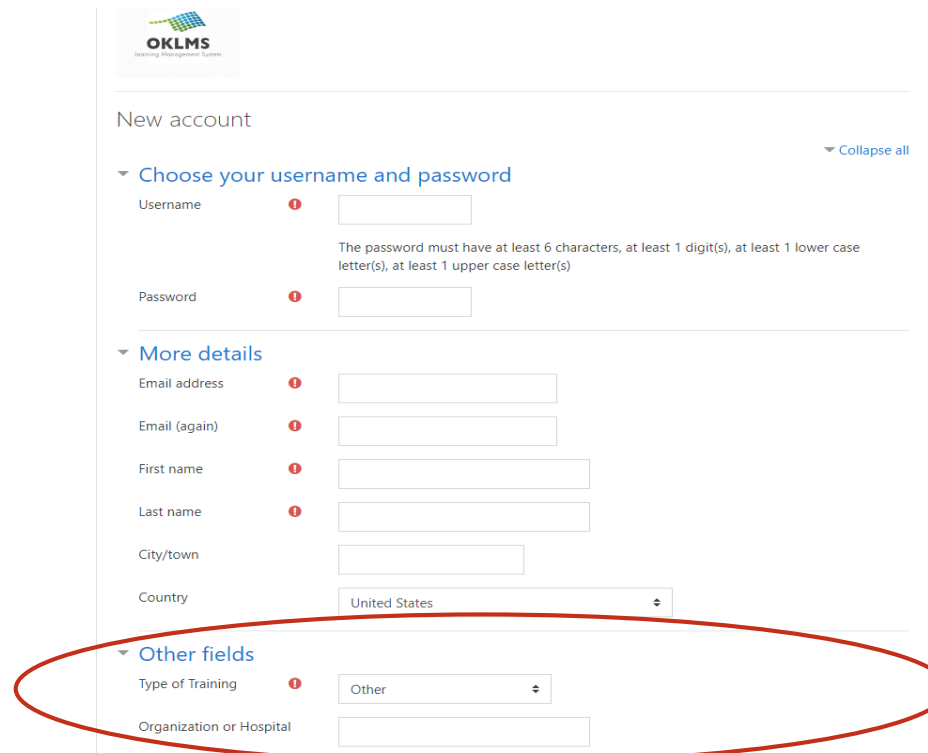
Previous Next Finish Cancel

Item 16 (Continued)...

- ▶ If the mother only gives SOME of the husband's information, enter this information in the Comments Among Users Box at the end of the record.
- ▶ If she gives all the information except for his Social Security Number, you may enter this in the record and enter all nines in the Social Security Number box. However, the record will still be marked as Incomplete, since this information is required by Federal Law. Item 16 Must still be marked as NO and NO.
- ▶ Also, if the child is not named (Baby Girl or Baby Boy), or deceased, Item 16 must be set to NO and NO. This prevents someone from establishing an identity for someone who is deceased or for a child not named.
- ▶ Every birth will also include a signature page that you must fax into the ROVER Fax Server. The signature page needs to reflect Box 16's choices, as well as needing to have all required signatures. You should not hold onto the signature page and wait for the mother to come back and complete it. Please, ensure you obtain the signatures right away and fax it in. Missing or incomplete signature pages will result in Item 16 being a NO and NO.

DHS AOP Online Training

- ▶ Provided below is the link to the online AOP Training that ALL Birth Clerks are highly encouraged to complete.
- ▶ <https://oklms.org/login/index.php>
- ▶ Once you are on the website click on “Create Account” under the login box.
- ▶ Fill out your information and under “Other fields” and next to “Type of Training” click the drop down and select “Other” and type in your Facility name next to “Organization or Hospital”
- ▶ The name of the course is “Voluntary Paternity Acknowledgement”.



The screenshot shows the OKLMS (Learning Management System) 'New account' registration page. The form is divided into sections: 'Choose your username and password', 'More details', and 'Other fields'. The 'Other fields' section is circled in red. It contains a 'Type of Training' dropdown menu with 'Other' selected, and an 'Organization or Hospital' text input field.

OKLMS
Learning Management System

New account ▼ Collapse all

▼ **Choose your username and password**

Username ❗

Password ❗

The password must have at least 6 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

▼ **More details**

Email address ❗

Email (again) ❗

First name ❗

Last name ❗

City/town

Country

▼ **Other fields**

Type of Training ❗

Organization or Hospital

Completing AOP Training

- ▶ After completing this training you will be able to:
 - ▶ Explain why acknowledging paternity is important and when parents can complete an AOP form.
 - ▶ Your responsibilities as a Birth Clerk will be explained as well as how the AOP form shall be completed.
 - ▶ In the last module provided you will see how the AOP process is involved with each of the following situations:
 - ▶ The parents are married to each other and the husband is the father
 - ▶ The natural parents are not married to each other
 - ▶ The mother was married but the husband is not the father.
- ▶ At the end of the course, you will be provided a Certificate of Completion

Log in to the site. OKLMS. (n.d.).

https://oklms.org/mod/scorm/player.php?a=10&torg=adapt_scorm&scoid=20&sesskey=moqNoKHETA&display=popup&mode=normal

Faxing Signature Pages

- ▶ When submitting signature pages remember you are faxing to a fax server. You are not faxing to a machine with a person on the other side.
- ▶ Each document is its own file so be sure each page has either the barcode or number written at the top to ensure it can be associated to the correct record.
- ▶ Please, **DO NOT** punch holes or put patient stickers on the barcode. Without a barcode, we will not know what record it should be attached to.
- ▶ Please **no cover pages or letters.**
- ▶ ONLY the Signature Page and if applicable the AOP and DOP should be faxed. Also, remember the AOP and DOP must be submitted together, one is not valid without the other.
- ▶ Vital Records are legal documents and should be treated, as such. Submitting birth faxes like the following examples will delay timely registration for families trying to obtain records.

Delayed Timely Registration Due to Illegible Faxes

- ▶ Please be mindful that we cannot accept AOP'S with “cross outs, correction fluid or alterations”.
- ▶ Please be sure to fax in Signature pages right side up and not upside down.
- ▶ No punch holes or any kind of obstruction on top of any patient information.
- ▶ Make sure that the fax machine feeder doesn't take in more than one form at a time.

Backsides of pages

03PA209E (OCSS-209) Acknowledgment of Paternity

Acknowledgment of Paternity Rights and Responsibilities

Please read all information and instructions before signing this Acknowledgment of Paternity.

Use this form to establish paternity for a child born to parents who were not married to each other when the child was conceived or born. The biological father of the child named on the acknowledgment will have his name added to the child's birth certificate and the child's last name can be changed. By signing this Acknowledgment of Paternity to establish legal fatherhood, you give up your right to establish paternity later by genetic testing. The signers of this acknowledgment undertake the legal responsibility to support the child. If the child lives with someone other than both parents, the parents may have to pay child support. To safeguard everyone's legal rights in this process, please consider all of the information below.

The only man who should sign this acknowledgment is the biological father of this child. Do not sign this acknowledgment if you are not sure you are the biological father. You may sign the form later, as there is no time limit on establishing paternity if there is no father listed on the birth certificate. If you sign the form after the child's 18th birthday, the child must sign Form 03PA212B, Adult Child's (18 Years or Older) Consent Form. The adult child states on the form that he or she agrees to the addition of the father's name to his or her birth certificate.

Need help in deciding who is the biological father? You may obtain private genetic testing to determine paternity or receive those services with no up-front cost by opening a case with the Oklahoma Department of Human Services, Oklahoma Child Support Services (OCSS). If you have any questions about this form or OCSS services, please contact OCSS at 405-522-2272 in the Oklahoma City calling area, 918-295-2500 in the Tulsa calling area, or toll free at 1-800-522-2922.

By signing this Acknowledgment of Paternity, you are receiving oral notice of your rights and responsibilities. Please call your local number above to listen to the presentation and follow these steps:

- At the first voice prompt, select either 1 for English or 2 for Spanish.
- At the second voice prompt, select 2 for "All other callers."
- At the third voice prompt, select 4 for "Information on establishing paternity."

Other obstructions



This legal document establishes paternity under Oklahoma law. Do not sign unless you understand your rights and responsibilities as explained on the back of this form. Type or print in ink by pressing hard. No cross outs, correction fluid, or alterations are allowed.

Name of hospital or entity completing form
SOUTHWESTERN
MEDICAL CENTER

Child's information as it now appears on birth certificate.

Child's first name Middle Last Suffix Soci
Date of birth Sex: ☐ Male ☒ Female Place of birth, city County State OK Last nam

Mother's first name Middle Last Male
Date of birth 05/24/1994 Social Security number Daytime phone number

Current street address City State OKLAHOMA

Was mother married at time of conception or birth? ☐ Yes ☒ No
If yes, husband's name If yes, husband/former husband must con Denial of Paternity, and attach it to this For

Father's first name Middle Last
Date of birth Place of birth, state or foreign country Social Security number Day

Current street address City State OKLAHOMA

Have you taken a prenatal test to determine paternity of this child? ☐ Yes ☒ No

CERTIFICATE OF LIVE BIRTH

STATE OF OKLAHOMA-DEPARTMENT OF HEALTH

The image shows the back of the Certificate of Live Birth form. It contains various fields for child information, mother's information, and father's information. A red circle highlights a section of the form, likely the signature area or a specific field.

WORKSHEETS

MOTHER'S WORKSHEET FOR CHILD'S BIRTH CERTIFICATE

The image shows the Mother's Worksheet for Child's Birth Certificate form. It contains fields for mother's information, including name, date of birth, and address. There are also fields for father's information and a section for the mother's signature.

Birth Fax Help

- ▶ To follow up with any records that have not registered contact Birth Fax Help at: birthfaxhelp@health.ok.gov
- ▶ Be sure to include the following information:
 - Child's Name
 - DOB
 - Bar Code#
 - Date Faxed
 - Explanation of Issue
- ▶ *Please note a fax machine confirmation page DOES NOT indicate a successful receipt of the document into the Fax Server.*
- ▶ *This is why your queue should be checked on a daily basis, if you still see records in your queue after you have received a fax confirmation page, it means that these records are not yet filed and you should follow-up with the New Birth Unit regarding the records still pending in your queue.*

Most Common AOP and DOP Questions

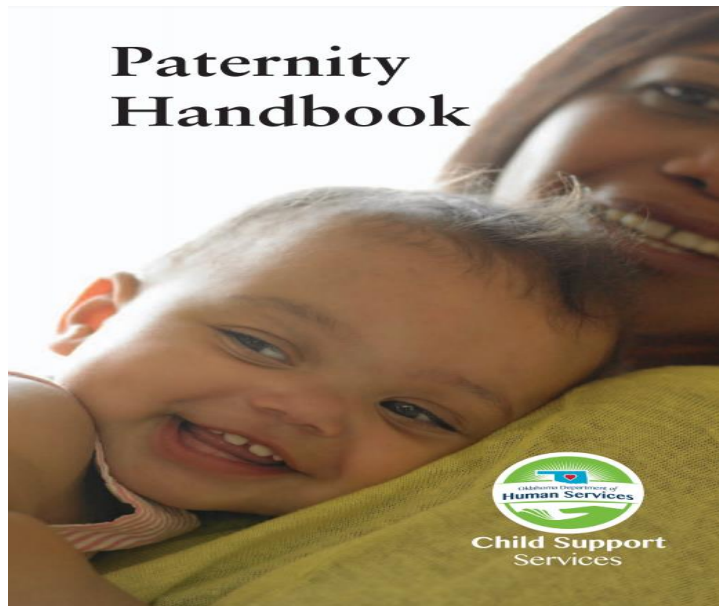
- ▶ Can the DOP be submitted separate from the AOP?
 - ▶ The DOP and AOP should be submitted together. The DOP is NOT acceptable without a valid AOP. The form needs to be signed by both parents and acceptable witness in order to be processed and valid.
- ▶ Can two males sign the AOP?
 - ▶ No, the biological mother must be the “mother” on the AOP.
- ▶ Can two females sign the AOP?
 - ▶ Yes.
- ▶ Can I submit the AOP if the parents have not signed it?
 - ▶ No, the AOP is not valid without signatures.

Paternity Questions

- ▶ What does it mean to establish paternity?
 - ▶ Setting up or establishing paternity is the legal process used to show who is the legal father of a child.
- ▶ If paternity wasn't established when the baby was born, how can I get paternity established now?
 - ▶ In many cases, the parents still set up paternity using the AOP form. Either parent can also open a case with child support to establish paternity. Parents can also file action in district court privately. The parents will have the chance to admit paternity or do DNA testing. To request an application for services, or to get more information, call the Child Support Customer Service toll-free at 1-800-522-2922.
 - ▶ Should paternity be established if the mother is going to marry someone else and that man plans to adopt the child?
 - ▶ Yes. It is important to establish paternity as soon as possible for both parents and the child. Additionally, benefits such as Social Security, Veterans, and insurance coverage are only available to the child if paternity has been established.

Paternity Handbook

- ▶ Provided below is the link to the online version of the Paternity Handbook. This is from the DHS website to assist with any questions that you might have come up regarding Paternity questions.
- ▶ <https://oklahoma.gov/content/dam/ok/en/okdhs/documents/okdhs-publication-library/98-18.pdf>



Paternity Handbook QR Code

A graphic for a Paternity Handbook. At the top, it features the logos for 'OKLAHOMA Human Services' and 'OKLAHOMA DEPT. OF HEALTH'. The main text, in large blue capital letters, asks 'DO YOU NEED ASSISTANCE WITH PATERNITY FILING?'. Below this, it says 'Scan the QR Code below for Answers to Common Questions.' and displays a square QR code. The background of the graphic shows a laptop screen with various data charts and graphs, and a calculator is visible in the foreground.

OKLAHOMA Human Services OKLAHOMA DEPT. OF HEALTH

DO YOU NEED ASSISTANCE WITH PATERNITY FILING?

Scan the QR Code below for Answers to Common Questions.



ORDERING BIRTH CERTIFICATES

For more information on applying for birth certificates, online ordering, and eligibility please visit <https://oklahoma.gov/health/birth-and-death-certificates/birth-certificates.html>

Gestational Agreement Law

- ▶ HB2467 a.k.a. the “Oklahoma Gestational Agreement Act”¹ was signed into law by Governor Stitt on May 23, 2019. This new law put into place specific definitions and legal requirements for assisted reproductive births that occur through gestational carriers. The person who serves as a gestational carrier is not an intended parent and has become pregnant from donated gametes.² This law will not apply if the gestational carrier or the gestational spouse provided any genetic material.^{3,4} A complex legal agreement has been put in place through the courts between the gestational carrier and the intended parents.^{5,6} A validated gestational agreement will provide the name and current addresses of all parties.^{7,8} In the agreement, the birthing facility is ordered to recognize the intended parents as the sole parents immediately upon the birth of the child. They will have the right to immediate custody of the child and be able to make all health decisions related to the child.^{9,10}
- ▶ The gestational carrier must be at least 21 years of age, previously given birth to at least one child and have carried a pregnancy to term.^{11,12} In the agreement, the gestational carrier agrees to surrender the child to the intended parents immediately upon birth of the child.^{13,14} This agreement cannot be terminated after the gestational carrier becomes pregnant.¹⁵ Once the child has been born, the intended parents will need to provide notice to the courts and a new order will be issued to confirm the intended parents.¹⁴ Once that order is received, the birth certificate will be issued with the intended parents shown on the face of the record.^{14,16} Nowhere on the issued birth certificate or in the electronic record will the gestational carrier (or spouse) be named as a parent.¹⁶

Submitting Birth Records with a Gestational Agreement

- ▶ When entering information into the birth registration system [ROVER], the information provided should be that of the gestational carrier and that of the child. The information from the gestational carrier is confidential and will only be used for Public Health purposes to evaluate the health risks and trends related to the pregnancy and delivery experiences of Oklahoma residents. This information will not be placed on the birth certificate for issuance.
 - ▶ **Tab 1**
 - ▶ Type *Unknown* in the *Mother (Parent 1) Maiden Name field* (Item 12b). The system will require an entry in this field to proceed to the next screen. Once TAB 2 is completed, this field will default to *Unknown*.
 - ▶ **Tab 2**
 - ▶ Select ***Gestational Carrier*** from the ***Parent Label List***
 - ▶ Select the **checkbox “Gestational Carrier” as the Parental Title in Section 12a of TAB 2**. It is very important to select “Gestational Carrier” as this will insure key fields are either disabled or defaulted to *Unknown*. Failure to indicate Gestational Carrier in the Parental Title field will result in your facility submitting a birth record that is in conflict with state law.
 - ▶ **12a First and Last Name:** Defaulted to *Unknown*.
 - ▶ **12b Last Name Prior to First Marriage:** Defaulted to *Unknown*
 - ▶ **13 Residential Street Address (Relative to the Gestational Carrier)**
 - ▶ *Resident Street:* Defaulted to *Unknown*
 - ▶ *Apartment Number:* Defaulted to *Unknown*
 - ▶ **16a Permission to request Social Security Number** Defaulted to “No”.
- ▶ [The intended parents will need to apply directly with the Social Security Administration for the child’s Social Security Number.]
 - ▶ **16b Permission given to send birth data to Oklahoma State Department of Health registries** Defaulted to “No”
 - ▶ **19 Marital Status** Defaulted to “No”.

- ▶ Tab 3
 - ▶ *Gestational Carrier's Social Security Number*: Disabled
 - ▶ *Daytime Phone*: Disabled
- ▶ Tabs 7-12
 - ▶ Complete all the fields based on the pregnancy/delivery experience and the demographics of the gestational carrier. This information is confidential and will only be used for Public Health purposes to evaluate the health risks and trends related to the pregnancy and delivery experiences of Oklahoma residents. This information will not be placed on the birth certificate for issuance.
- ▶ Tab 13 “Notes”: VERY IMPORTANT
 - ▶ *Provide the full legal name of the gestational carrier and the intended parent(s)* so that we may connect the correct birth record to the final legal order issued by the court.
- ▶ Do not print the signature page. This feature will be disabled. [Sig pages are required for all other births!]
- ▶ Do not print the Draft or Certificate of Live Birth application.
- ▶ If you have any questions, email BirthFaxHelp@health.ok.gov or call 405.271.4212.
- ▶ Birth facilities are required within 7 days of the birth to obtain the personal information and secure the signatures. The attendant is required to certify the facts of birth and the medical information required.¹⁷
- ▶ We have made modifications to the system to accommodate the requirements of the new law. Effective immediately, follow the procedure below in order to submit birth record for a child who is born following the legal execution of a gestational agreement.

Reporting APGAR

- ▶ While most hospitals generally conduct a 1 minute and 5 minutes APGAR, ROVER requires the 5 minute and if necessary the 10 minute APGAR
- ▶ The National Center for Health Statistics (NCHS) has identified facilities in Oklahoma that are reporting the 1 minute and the 5 minute APGAR in ROVER. Reporting incorrect information to NCHS skews data that is reported for our State.
- ▶ If you are worried that your facility might be reporting inaccurate data, please contact AskROVER@health.ok.gov and Field Representative can review statistics with your facility to identify any reporting issues.

When should I File a Stillbirth Certificate?

- ▶ *A fetal death occurs when there is no sign of life at the time the fetus is delivered. In this case, if the fetus is at least 12 weeks gestation, then a fetal death/stillbirth certificate **MUST** be filed.*
- ▶ If there is any sign of life (even one heartbeat, one breath, or other sign of life), then a Live Birth Certificate **MUST** be filed. The gestational age or length of life does not matter.
- ▶ If the infant dies prior to discharge (regardless of whether it occurs seconds, hours, days or weeks after the live birth), then a Death Certificate **MUST** also be filed.
- ▶ Should questions ever arise on how to properly complete or file a stillbirth certificate, please contact the Vital Records Death Registration Unit at OKCDeathRegistration@health.ok.gov.
- ▶ The Stillbirth form **MUST** be filled out at the time of the event.

Filing a Stillbirth Certificate

- ▶ The entity who assumes custody of the fetus is responsible for filing the Death Certificate within three (3) days.
- ▶ Depending on the situation, this may be the hospital, Funeral Home, or the family. Whoever assumes the role of Funeral Director is required by law to file the Stillbirth Certificate with the Oklahoma Vital Records Division.
- ▶ In the case where a hospital would release the body to the family, the Oklahoma Vital Records Division (VR) recommends that the hospital offers to file the certificate for the family.
- ▶ This is not required by law; however the hospital already has the required information, access to the certifier for signature, and a process in place for filing the record; so it can be done quickly and without significant disruption of business. If the hospital chooses not to file the certificate, then Oklahoma Vital Records asks that the hospital inform the family of their legal responsibility. If no notification is provided to the family, it is unlikely a record will ever be filed.
- ▶ *Oklahoma VR is unlikely to be aware of the event or have the information necessary to contact the family. However, this will lead to incomplete counts of events and the family will regrettably be in violation of state law. If the family does not file the record, then the family will be required to contact the hospital to obtain the medical information. Delaying the filing wiling of these records will prove to be more time consuming than filing shortly after the occurs.*

Stillbirth Forms

- The **Attending/Delivering Physician** is to fill-out items **8a-8c** and items **13a-13h** (Cause and conditions contributing to fetal death). The **Funeral Home** is to fill out **items 9-10b**. Birth Clerk fills out the remaining parts.

CERTIFICATE OF STILLBIRTH

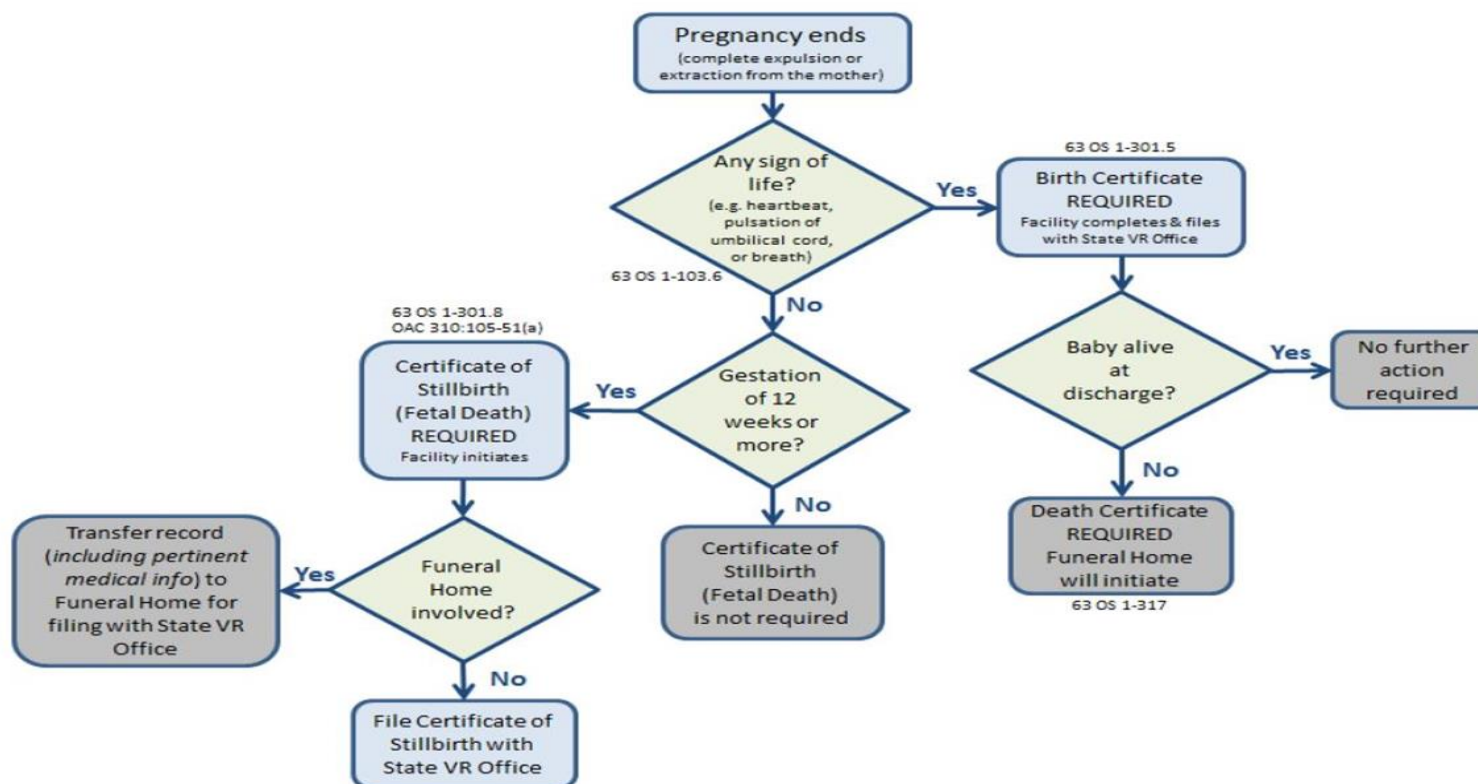
STATE OF OKLAHOMA-DEPARTMENT OF HEALTH

STATE FILE NO 135-

1. NAME (First, Middle, Last, Suffix) - Optional at the discretion of the parents		2. TIME OF DELIVERY (24hr)	3. SEX (M/F/Unk)	4. DATE OF DELIVERY (Month, Day, Year)
5a. PLACE WHERE DELIVERY OCCURRED (Check one) <input type="checkbox"/> Hospital <input type="checkbox"/> Freestanding birthing center <input type="checkbox"/> Clinic/Dr's Office <input type="checkbox"/> Home Delivery => Planned to deliver at home? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other (Specify) _____		5b. FACILITY NAME: If not institution, give street and number		5c. FACILITY ID. (NPI)
		5d. CITY, TOWN OR LOCATION OF DELIVERY	5e. ZIP CODE OF DELIVERY	5f. COUNTY OF DELIVERY
6a. MOTHER'S CURRENT LEGAL NAME (First, Middle, Last, Suffix)		6b. MOTHER'S LAST NAME PRIOR TO FIRST MARRIAGE	6c. MOTHER'S DATE OF BIRTH (Month, Day, Year)	6d. MOTHER'S BIRTHPLACE (State, Territory, or Foreign Country)
6e. MOTHER'S RESIDENCE ADDRESS Inside City Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No County: _____				
Street & Number: _____ Apartment Number: _____ City or Town: _____ State: _____ Zip Code: _____				
7a. FATHER'S CURRENT LEGAL NAME (First, Middle, Last, Suffix)		7b. FATHER'S DATE OF BIRTH (Month, Day, Year)	7c. FATHER'S BIRTHPLACE (State, Territory, or Foreign Country)	
8a. ATTENDANT'S NAME, TITLE AND NPI NAME: _____ NPI: _____ TITLE: <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> CNM/CM <input type="checkbox"/> OTHER MIDWIFE <input type="checkbox"/> OTHER (Specify) _____		8b. I hereby certify that this delivery occurred on the date stated above and the fetus was born dead. Attendant Signature • _____		8c. DATE CERTIFIED (Month, Day, Year)
9. METHOD OF DISPOSITION: <input type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Hospital Disposition <input type="checkbox"/> Donation <input type="checkbox"/> Removal from state <input type="checkbox"/> Other (Specify): _____				
10a. FUNERAL HOME FACILITY: _____ DIRECTOR: _____			11. REGISTRAR'S SIGNATURE • _____	
10b. FUNERAL HOME MAILING ADDRESS Street & Number or Rural Route: _____ City or Town: _____ State: _____ Zip: _____			12. DATE FILED WITH REGISTRAR (Month, Day, Year)	

The Decision Tree

- Should questions arise on how to properly complete or file a vital record; or which record should be filed, please, contact the Oklahoma State Department of Health, Office of Vital Records at, OKCDeathregistration@health.ok.gov.

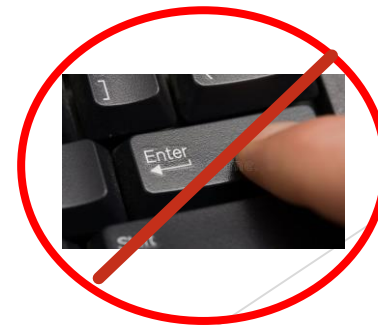
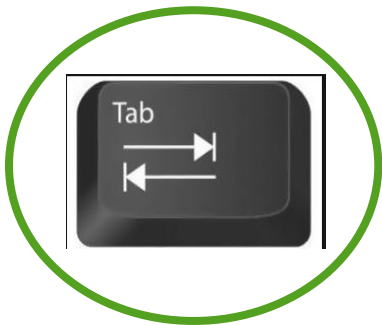


Queue Maintenance

- ▶ ROVER News Messages are located on the top of the Home page when logged into ROVER. This is where important information is shared with users. Any trending issues, ROVER upgrades or changes like the previous phone number changes will be provided.
- ▶ It is important to work your queue daily and follow up with any records that have not moved forward with registration.
- ▶ This is very IMPORTANT in order to get Birth Certificates registered properly and in a timely manner.
- ▶ It is the responsibility of each facility to ensure their queue is up to date and issues are addressed in a timely manner.
- ▶ Any records on your queue when you login to ROVER should not be ignored and you should always ask questions regarding the cases that are still pending on your queue (meaning still showing in your queue).

Friendly ROVER Reminders

- ▶ Please, remember that ROVER is a TAB based system, so please TAB through each line when filling out the New Birth information so that the system records all data entered.
- ▶ ****IMPORTANT**** Please, **DO NOT** use the **ENTER KEY** on your keyboard to click “NEXT” or “FINISH” when filling out the New Birth information in ROVER. Please, use your mouse when moving on to the next page.
- ▶ The ROVER Help Desk is for tech support, only. Please, do not refer patients with questions to the ROVER Help line.



Obtaining a Birth Certificate

- ▶ The website to request a copy of the Birth Certificate is <https://Oklahoma.gov/health/birth-and-death-certificates.html>
- ▶ Before informing the patient on how to obtain a copy of the Birth Certificate, **ALWAYS** double check online to make sure that certain steps have not changed on the website to keep from confusing patients on navigation instructions through the website.
- ▶ ROVER is not issuance, so if you (the Birth Clerk) have any questions regarding issuing records please contact the Application Support Unit (ASU) at 405.426.8780 (this number is NOT to be given out to the Public, it is for Birth Clerk use ONLY).
- ▶ Questions from the Public regarding Birth Certificates should be directed to (405) 426.8880.

Birth Certificate Request QR Code



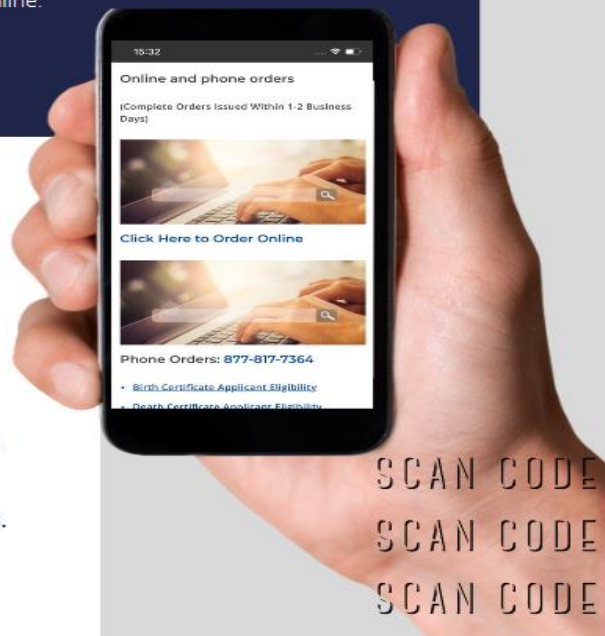
**SCAN
TO
ORDER**



Open camera on your smart phone and point your camera at the code above. You will then be directed to the web page needed to order birth records online.

Order Birth Records Online

Cost is \$20.00 for first copy and \$15 for each individual copy for Oklahoma residents. Online rates will vary for non state residents. Orders may be expedited for an additional fee.



SCAN CODE
SCAN CODE
SCAN CODE

Guide to Completing the Facility Worksheets for the Certificate of Live Birth and Report of Fetal Death

- ▶ Developed by the National Center for Health Statistics (NCHS) and local partners, this e-Learning package is designed to help us all better understand and improve the quality of birth data. The data coming from this Birth information is crucial to gathering data for Public Health purposes.
- ▶ Since the training provides awareness of the importance of quality data, it should be helpful for existing staff as well as new employees. This e-Learning session is well laid-out, educational, and continuing education units (CMEs, CNEs, CEUs, CPHs) are available.
- ▶ <https://www.cdc.gov/nchs/training/BirthCertificateElearning/>



“Can we still sign for parents with the COVID-19 Temporary Authorization Signature”?

“Official instructions from our State Registrar and agency legal counsel are forthcoming.”





New Birth

birthfaxhelp@health.ok.gov

405.426.8890

ROVER

AskRover@health.ok.gov

405.426.8686

Death Registration

OKCDeathRegistration@health.ok.gov

405.426.8870